

**STAFF REPORT: Recreation Department**



**REPORT TO: Council**  
**MEETING DATE: April 28, 2008**  
**REPORT NO.: DOR.08. 10**  
**SUBJECT: Craigleith Heritage Depot  
Museum Advisory Committee**  
**PREPARED BY: Shawn Everitt  
Director of Recreation**

#### **A. Recommendation**

THAT Council approve the Terms of Reference for a Craigleith Heritage Depot Museum Advisory Committee as well as authorize staff to advertise for volunteers, and;

THAT The Craigleith Heritage Depot Task Force be hereby dissolved.

#### **B. Background**

The recommendation to develop a Craigleith Heritage Depot Museum Advisory Committee is a follow up action from the approval of the Craigleith Heritage Depot Business Plan.

The Town of The Blue Mountains Craigleith Heritage Depot as required by The Ministry of Culture Standards for Community Museums in Ontario shall create a Museum Advisory Board into its operational policy. The creation of this Museum Advisory Board will allow the Depot to be eligible for grants in the future with most grant applications specifying a Museum Advisory Committee be in place as a requirement.

The Committee shall consist of one member of the Recreation Committee and four public representatives ideally consisting of one - member from the Thornbury/Clarksburg community, two – members from the Craigleith community, and one member of the rural community. An advertisement for interested applicants shall appear in local newspapers and on the Town's Web Page. The applicant's cover letter and resumes shall be collected and forwarded to Council by the Recreation Committee with the Recreation Committee's recommendations. Volunteer members will be appointed by Council, for a term ending November 30, 2010, with a majority membership of three (3) constituting a quorum.

Members of the Craigleith Heritage Depot Task Force will be encouraged to apply, however, equal opportunity shall be given to all members of the public and selection shall be based on skills and demonstrated ability to contribute in an effective and positive manner.

The approval of the Craigleith Heritage Depot Business Plan completed the mandate of the Craigleith Heritage Task Force and it is hereby recommended that this Task Force be dissolved .

### **C. The Blue Mountains' Strategic Plan**

Preserving and enhancing natural and environmental features, and cultural heritage of the community.

### **D. Budget Impact**

Staff time would be involved in setting up the Committee, agenda development, minute taking and attending meetings.

Meetings would take place at the Craigleith Heritage Depot, therefore no cost for rentals would be assumed.

### **E. Attached**

1. Terms of Reference for Craigleith Heritage Depot Museum Advisory Committee.

Respectfully submitted,

Shawn Everitt, Director of Recreation

## **CRAIGLEITH HERITAGE DEPOT MUSEUM ADVISORY COMMITTEE TERMS OF REFERENCE**

### **1.0 Goal**

- 1.1 To identify, review, discuss and make recommendations to staff Craigleith Heritage Depot related issues.

### **2.0 Mandate**

- 2.1 The Craigleith Heritage Depot Museum Advisory Committee of the Town of The Blue Mountains is a volunteer advisory committee established by the Municipality in accordance with these Terms of Reference. Committee members are bound by these Terms of Reference while providing advice to the staff of the Town of The Blue Mountains.

#### **2.2 Scope of Committee Activities**

The scope of the Committee shall include activities such as:

- a) Providing advice, comments and recommendations on issues concerning the Craigleith Heritage Depot while representing the interests of the Community.
- b) Reporting monthly to the Recreation Committee through the Director of Recreation.
- c) Make policy development suggestions
- d) Identifying and recommending programs which encourage public awareness, and education of the Town's cultural and heritage significance.
- e) Assist in determining priorities and direction of the Craigleith Heritage Depot programming. As well as providing advice, comments and recommendations on programs annually, based on policy.
- f) Provide leadership in Committee-generated fund-raising projects and participating in major fund raising initiatives.

### **3.0 Committee Composition**

- 3.1 The Craigleith Heritage Depot Museum Advisory Committee of the Town of The Blue Mountains shall consist of five (5) voluntary members who are appointed by Council for a term ending November 30, 2010, to coincide with the term of Council. A majority of the membership, three (3), shall constitute a quorum.
- 3.2 Members of the Committee to be appointed should represent as many of any of the following groups as possible:
  - a) Craigleith (2)
  - b) Thornbury/Clarksburg (1)
  - c) Town of The Blue Mountains Rural Community (1)
  - d) Recreation Committee(1)
- 3.3 The members shall possess experience and willingness to devote the necessary time to the Committee. Members will be selected to provide an appropriate representation of Community Cultural and Heritage interests.
- 3.4 Openings for membership shall be publicly advertised. Applicants must live in the Town and will submit the attached application form to the Town of The Blue Mountains Clerks Department. Members will be formally appointed by Town Council.
- 3.5 Resource People to Attend Meetings will include appropriate Town staff.
- 3.6 A Chair and Vice-chair shall be selected by the Committee and both must be a member of the Committee.

### **4.0 Meetings and Reporting**

- 4.1 The Town of The Blue Mountains shall schedule the location and frequency of meetings. It is anticipated an average of once a month. Committee members, if absent for three consecutive

meetings without a reason being given at least 24 hours in advance of the meeting, will be considered to have lost interest in the Committee and will be informed of his or her being removed from the Committee. If any member is removed from the Committee or resigns from the Committee, the Clerk of the Town of The Blue Mountains shall be informed and a new member shall be appointed by Council.

- 4.2 The Committee, by resolution or through its Chair, may invite any individual, interest group, agency or staff to appear at a meeting as a delegation or to submit or present information that will assist the Committee in carrying out its mandate.

## **5.0 Communicating with the Municipality**

- 5.1 Recommendations from the Committee shall be submitted to the Director of Recreation for inclusion in reports to Council.